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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date July 12, 1976	1. Agency Address Georgia Department of Human Resources Division of Mental Health and Mental Retardation - Room 534-H 47 Trinity Avenue, S. W. Atlanta, Georgia 30334	Application Number 76-291	
Application Number DHR-48		Date Received JUL 12 1976	Date Completed AUG 26 1976
2. Person to Contact Mr. Charles Braden		Working Title Division RMO	Telephone Number 656-4908
3. Action Requested (Agency-Wide Common Standard) a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. 73-312 c. <input checked="" type="checkbox"/> Amend Application No. 73-311 Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void <input checked="" type="checkbox"/> Rescind. & 74-461			
4. Dates of Series Earliest Latest 1960 to date		5. Records Series Title (followed by title used in office; if different) PATIENT MEDICAL CASE HISTORY RECORD FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Mental Health and Mental Retardation administers the mental health, mental retardation and other developmental disabilities, alcohol and drug abuse, and training and research programs. This Division is also concerned with community mental health, and the administration of the State mental hospitals, rehabilitation and retardation centers. Georgia's Regional Hospitals (State-financed Institutions and Medical Centers) provide localized care for old people and their diseases; alcohol and drug abuse clients; mentally ill, retarded and emotionally disturbed people; conduct training and education for persons who work in the various programs of mental health; and carry out research with the objectives of determining the causes and possible cures of mental illness.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: requests for all services and the treating of persons in State-financed institutions. Included, but not limited to, are: application for services; admission summary; treatment agreement; authorization for release of information; physical examination reports; therapy notes; laboratory test results; x-ray interpretation; surgical report; physicians' orders; nursing care notes; pathology reports; autopsy and microscopic autopsy report; certificate of death; and administrative/legal correspondence. File is arranged: by terminal digit of patient's Social Security number; or alphabetically by last name of patient.			
8. Monthly Reference Rate How often are records referred to which are: (State-wide) One to six months old 125; Seven to twelve months old 107; Thirteen to twenty-four months old 65; twenty-five months and older occasional			
9. Annual Rate of Accumulation of Records (State-wide) Letter-size drawers 43.25; Legal-size drawers; Shelves 161.25; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	35 years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

see attached letter from Director of Hospital Services

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Active Records

Beginning January 1, 1976, and each five years thereafter, begin new five-year division of records; transfer preceding charts to Institution Medical Records Unit for final quantitative review for completeness; hold five years; transfer to local holding area, hold five years, or until determination is made by the Institution Quality Control Board/ Medical Records/Utilization Review Committee that the record may be transferred; transfer to the State Records Center, hold 25 years; then destroy by shredding.

Inactive Records

When individual dies or becomes ineligible for services in Georgia, combine all records, including the patient's medical records and Community Resource Unit records and place in the inactive file; cut off inactive file at the end of each calendar year; hold in current files area 2 years; transfer to local holding area, hold 5 years; transfer to the State Records Center, hold 28 years; then destroy by shredding.

Community Resources Unit Records (long-term follow-up summary information)

Review periodically. Upon determination that record is no longer active, (that patient has died or is no longer eligible for services), place all papers in the inactive file. Cut off inactive file at the end of each calendar year; hold in current files area 10 years; transfer to State Records Center, hold 25 years; then destroy by shredding.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Charles H. Bracken</i>	7/12/76	<i>Elizabeth N. Cant</i>	7/12/76
76-291		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	8-24-76
		Secretary of State/Designee	8-20-76
		Attorney General/Designee	8-24-76

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES DIVISION OF MENTAL HEALTH AND MENTAL RETARDATION

Hospitals/Institutions Patient Records - Medical Charts

<u>Appl. No.</u>	<u>Description</u>	<u>Disposition</u>
* 76-223	PATIENT MEDICAL RECORD LOCATOR FILES - Documents relating to recording the location of the patient medical record when that record is removed from the Medical Records Section by institution staff. Included is Chart Locator Card (MH 501), showing name of patient, staff member requesting record and similar and related information. The file is arranged usually alphabetically by soundex code.	Remove locator card upon transfer of Medical Record to the State Records Center; then destroy. APPROVED: 7/6/76
* 76-291	PATIENT MEDICAL CASE HISTORY RECORD FILES - Documents relating to requests for all services and the treating of persons in State-financed institutions. Included, but not limited to, are: application for services; admission summary; treatment agreement; authorization for release of information; physical examination report; physicians' orders; nursing care notes; pathology reports; autopsy and microscopic autopsy report; certificate of death; and administrative/legal correspondence. The file is arranged by terminal digit of patient's Social Security number; or alphabetically by last name of patient.	Cut off the file as follows: <u>Active Records</u> Beginning January 1, 1976, and each five years thereafter, begin a new five-year division of records; transfer preceding charts to Institution Medical Records Unit for final qualitative review for completeness; hold five years; transfer to local holding area, hold five years, or until determination is made by the Institution Quality Control Board/Medical Records/Utilization Review Committee that the record may be transferred; transfer to the State Records Center, hold 25 years; then destroy by shredding. <u>Inactive Records</u> When individual dies or becomes ineligible for services in

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- * Department-wide Schedule
Patient Records - Medical Charts

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES DIVISION OF MENTAL HEALTH AND MENTAL RETARDATION

Hospitals/Institutions Patient Records - Medical Charts

<u>Appl. No.</u>	<u>Description</u>	<u>Disposition</u>
* 76-291 (cont.)		<u>Inactive Records (cont.)</u> Georgia, combine all records, including the patient's medical records and Community Resource Unit records, and place in the inactive file; cut off the inactive file at the end of each calendar year; hold in current files area 2 years; transfer to local holding area, hold 5 years; transfer to the State Records Center, hold 28 years; then destroy by shredding. <u>Community Resources Unit Records</u> (Long-term follow-up summary information) Review periodically. Upon determination that record is no longer active (that patient has died or is no longer eligible for services), place all papers in the inactive file. Cut off inactive file at the end of each calendar year; hold in current files area 10 years; transfer to State Records Center, hold 25 years; then destroy by shredding.

APPROVED: 8/26/76

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* Department-wide Schedule
Patient Records - Medical Charts